

AMEMDMENT #3 TO RFP #MNPS 10-01

APRIL 13, 2010

Response to Questions and Clarifications/Modifications concerning RFP #MNPS10-01 received prior to deadline 4:30 PM, April 9, 2010.

(1) Question - Provide additional details regarding section 1.9.1, J & K.

Response: Presently MNPS employees have a pension paid entirely by Metro Government. They have access to individual and family medical coverage that is paid by the employee. The intent of items J & K is to provide employees with a benefit package and the description of that a proposed package will be considered when evaluating proposals.

(2) Question- Briefly describe current custodian health benefits.

Response: MNPS employees have the option of selecting from two health care providers. A description of benefits can be obtained by going to the Nashville.gov web site, under metro jobs, then benefits, then health.

(3) Describe current participation in 401K plan.

Response: MNPS employees have a pension plan provided by Metro Government. Any additional participation in any 401K plan is unknown.

(4) Question – Who is responsible for cleaning up after football games around the concession stand, under the bleachers, and bathrooms at the stadium.

Response: Cleaning the described areas after athletic events will be the responsibility of the provider. MNPS custodians now provide those services.

(5) Question – At the pre-proposal conference, a reference was made about current third party providers of custodial services at several schools with contracts currently in place. Additional questions around these contracts were asked.

Response: There are no third party contracts in place for custodial services for MNPS facilities. They are all maintained by MNPS employees.

(6) Question – Where do we request a listing of known Metro registered MWSBE firms?

Response: Rob Horton who spoke at the pre-proposal conference is the DBE consultant to MNPS and should be able to assist. Rob can be reached at rhorton@3hmanagement.com.

(7) Question – Cogents provides background checks for MNPS for \$48. Does that cover both FBI and TBI checks?

Response: Cogents is the agency contracted by the State of TN to provide the background checks and MNPS receives both TBI and FBI checks for the fee it pays.

(8) Question – Is there a way to provide an estimate of percentage of floor coverings?

Response: MNPS classrooms are typically vinyl tile, carpet is used in libraries, offices and conference rooms and partially in some kindergarten rooms. Gymnasiums are wood competition floors and there is often ceramic tile in the kitchen and locker rooms. Vinyl tile probably covers at least 75 – 80% of a school's flooring. The square footage of each facility is included in the building inventory attachment.

(9) Question - Are we to sign the contract (attachment #2)? I just want to clarify. In one place it states not to make changes or additions if I'm reading correctly but in another place it states points would be awarded for completed signed contracts. There are some areas where things would need added in as requested. So I understanding correctly that we would fill in any requested things in the contract and attach, but any things we would like an amendment considered we add as an additional page at the end and request those changes?

Response: The contract is attached as a sample and is not to be returned signed. A signed contract will be only sought from the service provider selected. Item 1.15.3,1,d is stating that a respondent who does not take exception to the provisions of the standard (sample) contract will be awarded maximum consideration. However, if the service provider takes exception to the provisions of the contract, please state those exceptions in Tab I.

(10) Question – If a contract is awarded in June, would we be able to utilize either a cafeteria or auditorium for training purposes?

Response: MNPS will work with the successful provider to identify space for training

(11) Question – The budget has been listed – does that include overtime hours or special service billings that would be needed or was that for regular contract?

Response: The amount listed in item (25) of Amendment #3 includes salary, overtime, and benefits budgeted for current MNPS custodians. It does not include grounds employees. It does not include any funding received for special services billed to third parties.

(12) Question – Under the RFP on page 2 it states that the proposals must be returned in a sealed envelope with RFP NO. MNPS 10-01 clearly written on the outside of the envelope. On page 21 under 1.14.3 it states the same except it also states it should put “Request for Proposal Enclosed”. For Clarification is the following below how the envelope should be noted?

RFP N. MNPS 10-01

Request for Proposal enclosed

Response: That is acceptable. As long as the proposal is sealed and clearly marked RFP #MNPS 10-01 it will be accepted.

(13) Will the provider be able to use the same background/fingerprint company you all use at the Board?

Response: The agency used by the Board is on a State contract and should be contacted by the provider.

(14) Question – Is parking lot sweeping the vendor’s responsibility and how is this service presently provided?

Response: Parking lot sweeping will be the vendor’s responsibility. MNPS presently uses blowers and brooms to sweep parking lots when needed. This is usually after lawn mowing or events that would result in trash around the campus.

(15) Can employee name tags be replaced with name badges on lanyards?

Response: That is acceptable.

(16) Question – Does contractor maintain fire extinguishers and have them inspected?

Response: No. That is the responsibility of the MNPS Maintenance Department.

(17) Question – Are both 401K & health plans voluntary or are the employees required to take benefits?

Response: If you are referring to the benefits the RFP requires the respondent to provide, the plans must be available to the employee but at the employees option.

(18) Question – Does the health plan need to be a major medical or can we do a middle med or limited medical plan?

Response: Current MNPS employees are covered under a comprehensive major medical health plan. Item (2) of this amendment lists where details of that plan can be located. The intent of the RFP is to provide displaced employees with similar benefits.

(19) Question – Is there currently a recycling program in place? If so, please describe.

Response: MNPS has a single-stream recycling program at all of our schools. Each school has an 8 cubic yard recycling dumpster next to the trash dumpster(s) for all paper, cardboard, plastic containers. Aluminum and metal cans to be placed for recycling. Recyclables are collected from all areas of the schools including classrooms, offices and cafeteria and placed into the recycling dumpsters, which are emptied weekly.

(20) Question – Who is responsible for cleaning mechanical closets?

Response: The custodial staff is responsible for cleaning mechanical closets. The Maintenance department is responsible for cleaning up after maintenance work they perform in the closets.

(21) Question – What is the current inventory MNPS uses for grounds and where is this equipment stored?

Response: MNPS uses 6 tractors with mowers, one small tractor for dragging and aerating, 7 zero turn mowers and 26 string trimmers to maintain its grounds. This equipment is stored in a central location. The selected provider is required to provide their own equipment.

(22) Question – Define “functional requirements” as listed in 1.15.3, c.

Response: As a part of the Business Plan it is asking that you expand on how you will go about accomplishing the tasks described in the Scope of Services.

(23) Question – Please provide clarification on employee demographics and what is sought in the RFP.

Response: MNPS will be evaluating the efforts of proposers to include minority owned/ women owned and small business enterprises in the proposed contract. That includes employees, and suppliers. Amendment #1 gives expands on the RFP.

(24) Question – Must present employees of MNPS who are hired by a service provider be drug tested again?

Response: Every employee must have the TBI/FBI background described in the RFP. Some MNPS employees were employed prior to the requirement for a background check and therefore have not had a background check.

(25) Question – Will propane burnishers be allowed in the school building? Are basketball tournaments considered regular activities? Will there be a separate telephone line dedicated to the janitor's station?

Response: Propane burnishers are not allowed. Basketball tournaments are considered regular activities. There will not be a separate telephone line for the janitor's station.

(26) Question – Is current toilet tissue one or two ply? Can you provide more information on the quantity of supplies utilized and sizes and thickness of trash liners?

Response: Current toilet tissue is two ply. The quantities and specifics about disposable products can be obtained from suppliers listed in Amendment #2, item (23).

(27) Question – Which support buildings currently require 12 month cleaning and what is the number of work days per year?

Response: All support buildings require 12 month cleaning, are occupied 5 days a week, except for 11 scheduled holidays.

(28) Question – Which schools are currently ADA compliant?

Response: Approximately 105 MNPS schools are currently ADA compliant.

(29) Other than the listed Day Porter SOW, are there any locked positions that must be accounted for?

Response: Section 1.3.1 of the RFP describes the responsibilities of both day and night custodians. MNPS currently has both day and night custodians at all of its facilities. Each respondent to the RFP is expected to explain how they propose to accomplish the scope of work in their Business Plan (Tab I). The number of personnel is also requested on the bid form. This information will be used in evaluating proposals.

(30) Question – does MNPS currently have automated time clocks at each school?

Response: MNPS does not have time clocks at every school. For those schools that do have time clocks, the service provider for custodial services will have access.

(31) Question – Other than summer school, which schools have summer programs and what is the vendor's responsibility?

Response: The number of schools having summer programs has not been established. Historically, MNPS has worked around the spaces used by any summer program and prepared those areas after the end of the summer program.

(32) Question - Which schools have before & after care programs?

Response: While most schools have some type of activity after normal school hours, approximately 91 schools have before and after care programs. The location of those programs varies but would most often be held in the cafeteria or P.E. room.

(33) Question – What level of drug testing is required?

Response: The background check requirement is in the RFO and sample contract.

(34) Question – Does MNPS currently have a work order system in place?

Response: MNPS does have a work order system. The principal, or their designee, fills out a work order form or calls work order requests to the Maintenance department. Maintenance prioritizes requests and dispatches personnel to address the request. Safety and emergencies are the highest priority and are to receive prompt response.

(35) Question – Do APPA standards apply to this RFP and are they being used for the evaluation process.

Response: APPA is not specifically being utilized or referenced.